

CHAPTER 110TIMBER SALE FILE COUNTY/STATE

A complete and accurate file of your timber sale activities is considered essential for proper follow-up on unforeseen problems. The following list is considered to be minimum acceptable contents of your files.

PROPOSED TIMBER SALES

Proposed sales (A-Notice) are those sales commonly referred to as the "Timber Bank". Complete paperwork for each sale should be filed by tract number, by year, i.e., 1-01 through 64-01, 1-02 through 59-02, etc. Each tract represented in the file should have the following information attached.

- A. Notice and cutting report (Form [2460-1](#)); 2 copies (1 file copy, 1 original routed for approval).
- B. Stand Examination Tally sheets (Form [2400-32](#)).
- C. Timber sale map.

ACTIVE TIMBER SALES

Active timber sales are those in the "B" notice stage. These sales remain in this portion of your file from the signing of the original contract through each subsequent extension until the sale is closed. Each active sale should be filed in its own file folder with the following information on the tab: 1) Contract Number; 2) Contractor's Name; and 3) Compartment Number. You should file these sales numerically by contract number. Each active sale in your file should include the following information:

	<u>State Forest*</u>	<u>County Forest</u>
A. Notice and Cutting Report (Form 2460-1)	X	X
B. Stand Examination Tally sheet (Form 2400-32)	X	X
C. Timber sale map	X	X
D. Contract and all addendum	X	X
E. Timber Sale Inspection (Form 2460-2)**	X	X
F. All correspondence	X	X
G. Opening of Bids/Timber Sale Award (Form 2400-6)**	X	X
H. Scale Sheets (Form 2400-63)**	X	X
I. Timber Sale Transaction/Remittance (Form 2460-3)**	X	X
J. Lock Box Tickets and Mill Scale Slips	X	X
K. Timber Sale Ledger (Form 2460-6)**	X	X
L. Timber Sale Journal (Form 2460-5)**	X	X
M. Timber Sale Close-Out Transaction (Form 2460-4)**	X	X

* State Forest, including all state owned lands (i.e. state forest, fish, wildlife, parks)

** Note: In addition to DNR Forms [2460-1](#) and 2400-1, already used by the counties, the county should retain in their file information equivalent to that contained in the specific DNR form referenced.